



1651 Alhambra Boulevard  
Sacramento, CA 95816

Providing information technology services to  
California Health and Human Services Agency Departments

## JOB OPPORTUNITY



Gray Davis,  
Governor

**CLASSIFICATION:** Student Assistant

**POSITION LOCATION:** Health and Human Services Data Center  
Child Welfare Services/Case Management System Project  
3775 North Freeway Blvd.  
Sacramento, CA 95834  
(Free Parking Available)

**SALARY:** \$7.86 - \$10.46/hour

### **Duties/Responsibilities:**

Under the general supervision of the Office Support Supervisor II in a learning capacity, the student assistant performs program administrative duties including but not limited to assisting with processing payments and deliverables, gathering and preparing data for meetings and reports, preparing and tracking invoices, preparing, reviewing and editing CWS/CMS documents, and perform other administrative duties. This position requires the ability to work as a team member and independently, as appropriate.

### **Desirable Qualifications:**

- Understanding of the importance of good customer service and the necessity of effective communication to meet customers' business needs.
- Experience in the use of Personal Computers (Word and Excel) and other office equipment
- Ability to review invoices and deliverables
- Excellent communication skills
- Experience working with others in a team environment
- Ability to work on multiple tasks
- Willingness to perform routine tasks on a daily basis.
- Good organizational skills
- Ability to review and edit documents for consistency in style, format, and proper grammar and punctuation



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### **Who May Apply:**

**Position is open to students who are currently enrolled in a minimum of six (6) semester units with at least a 2.0 G.P.A. in any accredited college or university of good standing. Proof of enrollment and official transcripts of all prior college coursework must be provided prior to employment.**

**Current HHSDC students are eligible to apply.**

### **HOW TO APPLY:**

**If you are not currently working for the State of California as a student assistant, please submit a CSUS Foundation application at the CSUS Foundation located at:**

Human Resources  
6000 J Street, Room 300, 3rd Floor (Bookstore Building)  
Sacramento, CA 95819

You may access a CSUS application on their web-site: [www.foundation.csus.edu](http://www.foundation.csus.edu).

**Current State of California students must submit a signed state application (STD 678) and resume to the:**

HHSDC  
Human Resources Branch  
Attention: Amber Mercado  
1651 Alhambra Boulevard  
Sacramento, CA 95816

Please do not send application or resume via e-mail.

**Applicants must indicate CSUS job reference # 0203SES055 or RPA # 03-112.**

Inquiries may be directed to Mary Bouzard at (916) 263-5636.

Please visit our web site at <http://www.hhsdc.ca.gov>.

Applications and resumes sent via e-mail or fax will not be accepted.

**Final Filing Date:** February 24, 2003

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AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.